

STAT

TRANSMITTAL SLIP		DATE
TO: 		
ROOM NO.	BUILDING	
REMARKS:		
<p>Attached is a proposed memorandum on contacts with the press. Mr. Bannerman has agreed to kill this project for the reasons cited in my note plus the fact that events have overtaken the basic issue here. Hence, all can be destroyed if you wish.</p> <p style="text-align: right;"><i>WFV</i> WFV <i>Cancel</i></p>		
FROM:		
ROOM NO.	BUILDING	EXTENSION

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

☆ GPO : 1957-O-439445

(47)

~~CONFIDENTIAL~~

Approved For Release 2003/04/29 : CIA-RDP84-00780R001000070001-5

DD/S 65-5674

DIRECTOR'S OFFICE

FILE

Security 4

MEMORANDUM FOR: Deputy Director for Plans
Deputy Director for Intelligence
Deputy Director for Science & Technology

SUBJECT : Contacts with Representatives of Public
Information Media

1. On several occasions recently, Agency employees have been in contact with newspaper representatives and have supplied information to them without obtaining the approvals required by [] as the situation called for. When questioned about their actions, the employees have stated that they were not aware of Agency policies in this area and could not recall having seen either of the two regulations cited.

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2. Both [] are among the regulations which every new employee is required to read as part of his entrance-on-duty processing. They are also on the list of issuances [] which supervisors are expected to bring periodically to the attention of employees under their jurisdiction. Despite these requirements, however, some employees are still not adequately informed, apparently, as to the procedures they must observe in dealing with representatives of public information media.

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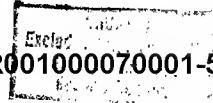
3. To tighten our administration of [] a special effort should be made, I believe, to assure that every employee has not only read these regulations but also understands them and can thus fairly be held accountable for full compliance with their provisions. Perhaps this can be done most effectively through discussions at staff meetings, supplemented by carefully monitored requirements that every employee read the two regulations and certify to his understanding of them. In any case, I would appreciate your personal assistance in dealing with this problem and your undertaking whatever actions you consider most appropriate within your Directorate for achieving our purposes.

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R. L. Bannerman
Deputy Director
for Support

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[REDACTED]

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19 November 1965

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[REDACTED]

Attached is a proposed memorandum to the Deputy Directors along the lines Mr. Bannerman wanted concerning contacts with the press.

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As I mentioned to you, however, I would like to try to talk him out of such a memo. [REDACTED] and I are both convinced that employees are exposed to issuances on this subject, the most recent being the Director's All Employee Notice, [REDACTED] of 7 June (attached). The real problem, we suggest, is not that employees are ignorant of Agency policies on this subject but rather that in rare instances they flaunt them. For that reason, I would counsel against any new issuances and would urge instead that we exert a bit of discipline if future cases arise. Perhaps I could make these points at a forthcoming noon meeting.

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Att

Bill, I would suggest preparing the memo in final form and meeting with Mr. Bannerman for discussion along the above lines. Support and independent offices.

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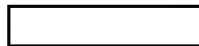
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GROUP 1
Excluded from automatic
downgrading and
declassification

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Attached is Mr. Bannerman's note asking for a memorandum to the other Deputies which would call their attention to [redacted] The Deputies would be asked to bring that regulation to the attention of their staffs.

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I will appreciate it if you will prepare such a memorandum and in the process take a look at other instructions, such as those regarding outside activities, to see if we might incorporate other problem areas in the memo.

VT
VRT

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2 Nov 65

Mr. T. -

I have attached a cy of or your
info.

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Please prepare a
not from me to the DD's
calling attention to

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and asking
that this be brought
to the attention of
their staff. We have
had several instances
of recent date where
the employee claims
never to have seen this

1 Nov 65

Mr. Warfield and

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have seen this paper.

fran

- (c) Wives, husbands, or other members of families, or persons who may normally be expected to be asked for this type of information should be told to reply in the above manner.
- (4) **CREDIT REFERENCE.** Personnel who are not constrained, by reasons of cover, from identifying themselves with the Agency may use the following as a credit reference when required:

**OFFICE OF PERSONNEL
CENTRAL INTELLIGENCE AGENCY
Washington, D. C. 20505**

Personnel are limited to the above information and shall not disclose the names of supervisors, other CIA personnel, organizational units, or any other similar identification for credit references. In some areas, and by reason of the nature of the duties performed, the use of CIA for credit references or other purposes may be prohibited by the Operating Official or Head of Independent Office concerned. When reference to the Agency is prohibited, the Operating Official or Head of Independent Office shall advise the individual in writing as to what reference may be used.

- (5) **GROUP SOCIAL ACTIVITIES.** In the interest of security, group social activities of CIA personnel, such as annual picnics, parties, dances, choral groups, and athletics, shall not be identified openly with CIA.
- (6) **PERSONAL MAIL.** Agency personnel are not permitted to use the CIA as a mailing address for the receipt or dispatch of personal mail. The mailboxes in the area of the Headquarters Building should never be used by employees who are in a cover status or for mail addressed to employees who are in a cover status. Mail deposited in these boxes is collected and postmarked by the McLean, Virginia, Post Office and can therefore be associated with the Agency.
- a. **ACTIVITY APPROVAL FORM.** When appropriate, Form 879, Outside Activity Approval Request, should be used in lieu of a memorandum to request permission to engage in outside activities as specified herein.

8. RELEASE OF AGENCY INFORMATION TO REPRESENTATIVES OF PUBLIC INFORMATION MEDIA

- a. Each department and agency is required by Executive Directive to establish policies and procedures to prevent the unauthorized disclosure of intelligence information and to control and limit publicity relating to intelligence activities.
- b. All Agency personnel must be particularly careful in their social and business conversation with representatives of public information media or persons who might relate information to such representatives. Mention of any classified matters having to do with the Agency, its activities, or with Agency-derived information in circumstances that might lead to publication is clearly contrary to the interests of the Agency and may constitute a violation of national security.
- c. Public information media are those written, oral, or pictorial activities designed to inform the public, such as newspapers, radio, magazines, television, motion pictures, newsreels, pamphlets, lectures, forums, book reviews, speeches, etc.

Revised: 13 July 1965 (251)

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- d. The Assistant to the Director is charged with responsibility for advising employees about relations with representatives of public information media. Accordingly, except as otherwise authorized by the Director:
- (1) Inquiries from representatives of public information media will be referred to the Assistant to the Director.
 - (2) Employees of the Agency will have no contact with representatives of public information media for the purpose of furnishing information for publication.
 - (3) Employees should avoid contacts with public information media which might result in the misuse or misconstrual of statements on matters of interest to the Agency.
- e. Unless otherwise specifically authorized by the Director, any conversation with public information media representatives will be reported promptly by the employee to the Director or the Assistant to the Director. Reports will be in writing and will give the name of the representative with whom the employee spoke, the medium represented, a summary of the information furnished, the matters of public interest discussed or the inquiry made. When media contacts are of a social nature and there is no discussion of matters in which the CIA is directly interested, it will suffice to file with the Assistant to the Director a brief report setting forth the date, place, and name of the media representative. CIA personnel who have relatives employed by any public information media will report to the Assistant to the Director, giving the name, position, publication, and place of residence of the relative.
- f. The Assistant to the Director is responsible for coordination of press inquiries on substantive matters within the Agency.
- g. [] applies to headquarters personnel in Washington. The Chiefs of overseas stations [] will be given separate instructions to carry out the general principles of this directive.
- h. Each Operating Official will make provision for periodically bringing [] to the attention of all individuals under his supervision.

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9. Reserved.

29 OCT 1965

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MEMORANDUM FOR: Deputy Director for Suppo

SUBJECT : New York Times Article
Concerning CIA Girls

1. This memorandum is for information only.
2. Reference is made to the meeting held in your office regarding the story being written for the New York Times by Mark Hawthorne concerning ten government girls living together in a large estate. Five of the girls are employed by the Central Intelligence Agency.
3. Hawthorne had already interviewed the girls and taken pictures and had contacted the Special Assistant to the DCI.
4. A meeting was held with the five girls at which the Special Assistant to the DCI, the Chief, Employee Activities Branch and the Acting Deputy Director of Security attended to determine exactly what the girls had told Mr. Hawthorne. The following information was developed.

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[redacted] DDS/OTR

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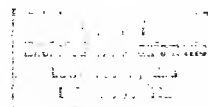
[redacted] stated that since she was in the JOT Training Program she had declined to have her picture taken and her name was not given to Mr. Hawthorne.

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[redacted] - DD/S&T

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[redacted] picture was taken and she was identified as a CIA secretary.



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[REDACTED]

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[REDACTED] was identified as a CIA secretary and she appeared in some pictures. Since the pictures were taken she has been approached for an overseas assignment and is quite concerned that publicity might ruin her chances.

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[REDACTED] - DD/S&T

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[REDACTED] is not in any pictures but she has been identified as a CIA secretary.

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[REDACTED]

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[REDACTED] is in some of the pictures and she has been identified as a CIA secretary.

5. The Special Assistant to the DCI referred them to the memorandum dated 7 June 1965, Subject: "Public Appearances, Statements and Publications", which had been distributed to all employees. The five girls indicated that they had not seen this memorandum. During the discussion it became apparent that [REDACTED] had not relayed the instructions she had received from EAB to the other girls, probably because of her strong desire to appear in this proposed article.

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6. The Special Assistant to the DCI called Mr. Hawthorne

[REDACTED]

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The article will appear in the women's section of the New York Times at some future date.

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[REDACTED]

Acting Deputy Director of Security